

Form: Collaborative Team Minutes

GOAL: Improve student performance through the implementation of strategies and activities across curricular areas.

DATE: _____

MEMBERS PRESENT: _____

AGENDA

PLANS FOR THE WEEK:

STRATEGIES TO BE IMPLEMENTED THIS WEEK:

STUDENT CONCERNS/INTERVENTIONS:

Minutes submitted by _____

Sample Collaborative Team Minutes
[Composite of minutes from several North Scott teams.]

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Team discussed reading comprehension article and discussed how the article applies to SSR. We discussed ideas for integration some of the strategies from the article into our practice. Team met with ____'s mother and planned intervention for ____.

PLANS FOR THE WEEK:

Ms. _____ will take special education students during SSR so she can read to them. All teachers will complete one Think Aloud with subject appropriate text during the coming week.

NEXT WEEK'S AGENDA

_____ and _____ will lead next meeting. We will generate list of all strategies we are currently using for reading comprehension and decide where new strategies [Read/Think Alouds and Graphic Organizers] fit into instructional program. Revise implementation plan and agree on implementation of new strategies for the coming month. Following two meetings will be devoted to lesson development and sharing of lessons.

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AGENDA

Work with _____ [reading consultant] on new reading strategy – “RAFT”; discuss how to use it in current program.

PLANS FOR THE WEEK:

All team members will use “Raft” in one or more classes and report at next meeting.
Team will work on student reading data and summarize for entire team at next meeting.